

CONTRACT FOR SERVICES

This contract is regarding education services provided by “name” to clients of Lincoln Superior Court Alcohol and Drug Program (LSCADP). The terms of such agreement are as follows:

“Name” agrees to provide Basic Substance Abuse Education at a minimum of ten hours per cycle to be delivered in two 3½-hour increments and one 3-hour increment. Each class will be completed in three weeks, one segment each week. The curriculum used must conform to the Rules for Court-Administered Alcohol and Drug Programs, Section 31. The compensation will be \$350.00 per group of up to and including 12 members. Members that complete at least 2 of the 3 sessions will be included in the monthly invoice. Make-up sessions will be included in the original fee.

“Name” agrees to provide Advanced Substance Abuse Education at a minimum of 20 hours per cycle to be delivered in 4-hour increments one time per week for at least five weeks. The classes will have staggered starts with several groups running simultaneously. The curriculum used must conform to the Rules for Court-Administered Alcohol and Drug Programs, Section 31. The compensation will be \$750.00 per group up to and including ten members. Members that complete at least three of the five sessions will be included in the monthly invoice. Make up sessions will be included in the original fee.

LSCADP agrees to refer all clients who have been ordered to complete Basic and Advanced Substance Abuse Education to the contractor, subject to the following exceptions: clients who have English as a second language (ESL) and/or live in an area that would be excessively inconvenient for the person to attend education in Lincoln County may be referred elsewhere. LSCADP agrees to provide a written service contract and release of information to “Name” at least one week prior to the first scheduled education class for each client referred to “Name.”

“Name” agrees to provide a list of client names, cause numbers, and charges by the tenth of each month for purposes of billing.

“Name” agrees to provide written documentation of each client’s attendance. If a client fails (does not call to cancel and does not show up for) a session, “Name” will inform LSCADP within 24 hours. Each client will follow the guidelines set forth by “Name” regarding canceling sessions or appointments. Each client cannot cancel more than two sessions without being sent back to the LSCADP Case Manager for consultation. “Name” will also inform LSCADP within 24 hours if a client has failed to make contact by the contact date on Service Contract. In each case of non-compliance, an ALERT form will be given to LSCADP.

LSCADP will provide the facility and technical equipment to facilitate the education classes. The curricula will be reviewed by the Program Director of LSCADP. "Name" will also have each client complete a pre / post test at the first and last sessions. This test will include questions on the core subject areas indicated in the Rules for Court-Administered Alcohol and Drug Programs. "Name" will provide the attendance sheets, the pre/post test scores, and the client evaluation sheets within five days of the termination of each group.

This agreement may be terminated for any reason by either party with a notification of at least 90 days. The contract will be reviewed annually and signed again at that review.

Contractor

Date

Director Of Court Services

Date